

**DISTRICT PROCEDURE FOR
SPECIAL EVENT MEDICAL PLAN APPROVAL**
(EMS Regulations Section 1150)

PURPOSE: To establish a standard guideline for approving medical plans for Special Events conducted in Clark County.

DEFINITION: Pursuant to Nevada Revised Statute (NRS) 450B.650 - 450B.700 and Clark County EMS Regulation Section 1150, certain organizations hosting certain special events in Clark County must provide emergency medical services under certain circumstances.

PROCEDURE:

- I. The Host Organization must submit a "*Host Organization Application for Special Event Medical Plan Approval*" at least thirty (30) days prior to the first day of the event.

Note: Under unusual circumstances, the Chief Health Officer may waive the time limitation for filing a "*Host Organization Application for Special Event Medical Plan Approval*" if sufficient justification can be provided that an expedited review of the Special Event Medical Plan is necessary and warranted. The application must be submitted a minimum of seven calendar days prior to the first day of the Special Event.
- II. The Special Event Medical Plan submitted by the Host Organization must contain at least the following information:
 - A. Name of the Host Organization.
 - B. Type and date of the event, location, length, and anticipated attendance.
 - C. Name of the Permit holder contracted to provide Emergency Medical Care.
 - D. How the Applicant will meet all requirements as outlined in the *Minimum EMS Requirements Algorithms* for the anticipated number of attendees.
 - E. Number of Licensed EMS providers, Registered Nurses, PA's, APN's, or Physicians scheduled to provide Emergency Medical Care.
 - F. Description of the First Aid Station(s) or other treatment facilities, including maps of the Special Event site which depict points of ingress/egress.
 - G. Emergency Medical Care equipment as defined in the "*Official Special Event Inventory*".
 - H. Description of the on-site emergency medical communications capabilities.
 - I. Plan to inform Special Event attendees regarding access to Emergency Medical Care, and specific hazards such as inclement or severe weather.
 - J. Plan for emergency evacuation of the Special Event.
 - K. Any additional information as determined by the Plan Review Authority.
- III. Payment of all required non-refundable, non-transferable fee(s).
- IV. Upon completion of the above requirements, the Health Officer shall issue within fifteen (15) days of application either a Letter of Approval of the Special Event Medical Plan, or a letter outlining the reason(s) for denial of the Special Event Medical Plan.
- V. Within 30 days following the last day of a Special Event, the Host Organization must complete and submit a report to the Plan Review Authority. The report must include at least the following information:
 - A. The estimated peak number of attendees at the Special Event.
 - B. The estimated total number of attendees at the Special Event.
 - C. The number of Patient contacts at the Special Event.

D. The number of Transports from the Special Event.

VI. Based on the information provided in the Host Organization's post Special Event report, the Plan Review Authority will verify if a Significant Number of Patient Contacts or a Significant Number of Patient Transports occurred during the Special Event. The OEMSTS will maintain a database of this information to be used when approving subsequent Special Event Medical Plans submitted by a Host Organization.